



U.S. MISSION Job Announcement

Riyadh – Jeddah - Dhahran

04-82A

**VACANCY ANNOUNCEMENT - JEDDAH
(Re-advertised with correct contact number)**

09/1/04

OPEN TO: All interested candidates

POSITION: Educational Assistant, FSN – 7, FP - 7 (#100112)

OPENING DATE: September 1, 2004

CLOSING DATE: COB Wednesday, September 15, 2004

WORK HOURS: Full-time; 40 hours/week

SALARY: *EFM/MOH/NOR: US\$ 30,124 p.a. (Starting salary)
(Position Grade: FP- 7 to be confirmed by Washington)
(U.S. taxes will be deducted)

*Ordinarily Resident: SR.57,524 p.a. (Starting salary)
(Position Grade: FSN- 7)

**NOTE: ALL APPLICANTS WHO ARE NOT THE FAMILY MEMBERS OF
USG EMPLOYEES OFFICIALLY ASSIGNED TO POST AND UNDER
CHIEF OF MISSION AUTHORITY MUST BE RESIDING IN
COUNTRY AND HAVE THE REQUIRED WORK AND/OR
RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Consulate General in Jeddah is seeking an individual for the position of Education Assistant in the Public Diplomacy Office.

BASIC FUNCTION OF POSITION

Provide face-to-face student counseling services which involve interviewing prospective students for US Schools to determine their education requirements and levels of academic and English language competence. Under the supervision of the Public Affairs Officer provide counseling services to students, and to support consulate educational programs, this includes presentations to schools throughout the western region.

A copy of the complete position description listing all duties and responsibilities is available at the Consulate HR office.

QUALIFICATIONS REQUIRED

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. *Required Education:* Bachelor's Degree from a U.S. institution.
2. *Required Experience:* Knowledge of technical training colleges and other institutions.
3. *Language Requirements:* Level IV English fluency.
4. *Knowledge/Other Criteria:* Familiarity with the U.S. University systems.
5. *Other Skills:* Must be able to obtain information in an interview situation, analyze the prospective student's requirements, search out and digest information from a variety of sources and provide it to the students.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. EFMs who currently hold a PIT/FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of that appointment.

TO APPLY

Interested applicants for this position should submit the following:

1. Application for Federal Employment (SF-171 or OF-612); or
2. Any other documentation (e.g., essays, certificates, awards, and copies of degrees earned) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

In person: HR Office, American Consulate General, Jeddah

By mail: Human Resources Office, Jeddah
P. O. Box 149, Jeddah 21411

POINT OF CONTACT

Human Resources Office

Telephone: 966-2-667-0080 Ext. 4105/4485

FAX: 966-2-669-3074

DEFINITIONS

1. EFM: US Citizen spouse or US citizen child as referred to in 6 FAM 111.3, paragraph R, (1) who is at least age 18, and who, in either case, is on the travel orders of a US citizen Foreign or Civil service employee or military service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad and under Chief of Mission authority.
2. Member of Household (MOH): Foreign born spouses, dependent children, significant others, parents, other relatives or adult children declared to the Chief of Mission who fall outside the Department's current legal and statutory definition of EFM.
3. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permit for employment in country.
4. Not-Ordinarily Resident (NOR): Typically NORs are US citizen EFMs and family members of FS, GS, and Military Personnel who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE: COB WEDNESDAY, SEPTEMBER 15, 2004

An Equal Opportunity Employer

Drafted: HR: AElsafy; MShah

Cleared: A/PDO:De'Herrera; MGT:MSangbong; HRO:MAGray;

Act./FMC: WWong

Approved: Act. MGT/C:HKeegan